

**Franklin County Community Development Corporation**  
**Business Development Coordinator**  
**Job Description**

**Job Description:**

The Franklin County Community Development Corporation (FCCDC) seeks a dynamic and entrepreneurial Business Development Coordinator who is responsible for counseling small business owners to start, stabilize and grow. The Business Development Coordinator will work with the FCCDC team in areas of business development & lending and administering programs that benefit small businesses.

**Overview:** The FCCDC assists small businesses in various stages from pre-start up, start up to existing businesses seeking support to grow, stabilize and connect to resources. The FCCDC provides loans and delivers business technical assistance through counseling, training and networking opportunities to create employment, especially for residents who are low and moderate-income in the region. The FCCDC works in cooperation with other statewide and regional organizations that support business development in the western Massachusetts area. The FCCDC is home to the Western MA Food Processing Center, a shared-use commercial facility that supports entrepreneurs in developing value-added products and also provides a co-packing service for small businesses. The FCCDC is a 501c3 non-profit organization that has been growing businesses and communities since 1979.

**Responsibilities:**

**Program Level**

- Work with the FCCDC team to meet organizational goals and mission
- Participate in anti-racism activities and help work for racial and economic justice
- Assist in implementing, monitoring, and evaluating program benchmarks
- Collect data, record results, evaluate activities and create reports
- Manage administrative aspects of the program
- Coordinate meetings and activities with collaborators and stakeholders
- Be an active team member and coordinate with project members
- Conduct outreach and promotion of services and program
- Coordinate workshops and seminars on business-related topics

**Client Service Level**

- Conduct intake interviews with clients and assess business assistance requirements
- Counsel clients on business-related issues and/or refer clients to other resources
- Assist in loan packaging applications, with micro-loan decisions and loan follow-up.
- Monitor clients to ensure they are receiving appropriate technical assistance and are meeting program goals

**Job Environment:**

Works primarily from the FCCDC office in Greenfield. Work is generally performed in typical office space with many off-site meetings and community outreach. Work may be performed remotely, especially during COVID-19 period. Position has regular contact with FCCDC staff, collaborators, consultants and clients.

The Business Development Coordinator reports to the Business Development Director.

**Qualifications:**

- Bachelor's in Business, Finance or related field; Master's degree/Master in Business Administration preferred.
- Five years' experience owning & operating a business or in a management position.
- Consultant level knowledge in marketing, finance and/or business plan development.
- Self-starter, independent worker.
- Project management experience.
- Counseling and assessment skills.
- Understanding of small business operations and environment.
- Competence in developing cash flow projections and evaluate financial statements.
- Competence and or strong familiarity of social media platforms
- Excellent communication skills for meeting facilitation, written and individual counseling.
- Excellent organizational skills, detail oriented and ability to complete projects on time and with accuracy.
- Spanish a plus.

**Benefits:** Salary range \$45,000 - \$50,000 depending on experience, plus benefits including flexible hours, health insurance, retirement plan and paid time off.

**Type of Positions:** Full-time, 18-month contract, with a possibility for extension.

**To Apply:** Email cover letter and resume to: [resumes@fccdc.org](mailto:resumes@fccdc.org) by October 23, 2020

Franklin County CDC is located at 324 Wells St., Greenfield, MA.  
FCCDC is an Equal Opportunity Employer committed to a diverse workforce.